DOCUMENT RESUME

ED 198 298 CE 027 952

TITLE	The State of Hawaii Department of Education Job Sharing Pilot Project.
INSTITUTION	Hawaii State Dept. of Education, Honolulu.
PUB DATE	Sep 78
NOTE	28p.: Some of the example forms will not reproduce well due to small print.
AVAILABLE FROM	Department of Education (OPS), P.O. Box 2360, Honolulu, HI 96804 (free).
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Elementary Secondary Education; *Employment Practices; Employment Qualifications; Feasibility Studies; Job Applicants; *Part Time Faculty; Pilot Projects; *Public School Teachers; State Departments of Education; *Teacher Employment; Teacher Employment Benefits; Teacher Participation; Teacher Selection; Teacher Supply and Demand; *Teaching Load
IDENTIFIERS	Hawaii; *Job Sharing

ABSTRACT

Intended to test the feasibility of job-sharing in Hawaii's schools, this project was set up to provide job sharing of one hundred teaching positions on a fifty-fifty basis between experienced tenured teachers and new hires. The report describes the purpose and intent of the project; defines job sharing; establishes tentative guidelines for start-up; sets criteria for selecting job sharers; outlines the job sharing application procedure and a tentative time schedule for the project; and sets up administrative controls, including mechanisms for principal approval, changes, and termination. It also contains the forms used in setting up the project, including the following: employee fringe benefits, request for job sharing, proposed job sharing plan, teacher request for job sharing, applicant summary selection sheet, new hire and summer school hire teacher interview assessment sheet, temporary teacher's appointment agreement, and notification of personnel action. (KC)

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STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF PERSONNEL SERVICES

Job Sharing Pilot Project

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Exhibits

A. Employee Fringe Benefits

B. Form 116, Request for Job Sharing

C. Form 116a, Proposed Job Sharing Plan

D. Form 116b, Teacher Request for Job Sharing

E. Form 106, Applicant Summary Selection Sheet

F. Form 106A, New Hire and Summer School Hire Teacher Interview Assessment Sheet

G. Temporary Teacher's Appointment Agreement

H. Standard Form 5A (SF-5A), Notification of Personnel Action

I. Purpose

This is to establish tentative guidelines and procedures relative to the implementation of the Job Sharing Pilot Project created by Act 150 SLH, 1978.

II. Introduction

The Department of Education has been specifically designated by the 1978 Legislature to conduct a pilot project to explore the efficacy of the job sharing concept as part of the Legislature's overall effort to ensure the future availability of sufficiently flexible employment opportunities to meet the varying needs of Hawaii's people. Act 150 SLH, 1978 establishes a three-year pilot project to be conducted by the Department of Education during the 1978-79, 1979-80 and 1980-81 academic years. Job Sharing participants, for the purpose of this pilot project, must be certificated tenured personnel, excluding Educational Officers and support personnel not actually engaged in classroom teaching (e.g., librarians, counselors, registrars, speech therapists, district resource teachers, etc.). Job Sharing is confined to classroom teaching positions in the Department of Education.

III. Intent of Project

It is clearly established that this is a pilot project. By statutory requirement, the Department of Education must limit the participation in this project to no more than 100 full-time classroom tenured teachers who are willing, on a purely voluntary basis, to share their jobs. No more than five percent (5%) of the eligible personnel at any school can be accepted in this project. Additionally, participation in the project requires commitment on the part of all parties to a contractual agreement for the full duration of the contract. Job sharers will have an additional responsibility of communicating and planning their interrelated duties and responsibilities to provide a coordinated and consistent instructional program for their shared students. Both job sharers shall be held jointly accountable on the proper accomplishment of this and other related duties such as student grading and parent-teacher conferences.

The primary purpose of this project is to test the feasibility of job sharing among classroom teachers in the public schools of Hawaii.

The 1978 Legislature felt that the merits of job sharing warranted a systematic experimentation and that the Department of Education, due to the possibility of expanding the number of jobs which would have impact upon the large numbers of unemployed teachers in the State, is the appropriate agency within which to initiate a job sharing pilot project.

At the present time, the Department of Education has existing one-half-time classroom teaching positions that provide special flexibility to meet the

needs of a particular school that cannot be efficiently accommodated by full-time positions. These one-half-time classroom teaching positions will continue to be administered under existing employment regulations and procedures and will not be considered a part of this pilot project.

IV. Definition of Job Sharing

Job Sharing is the voluntary and temporary sharing of a full-time teaching line between an in-service classroom tenured teacher and a qualified non-Department of Education new hire teacher, with each working one-half of the total hours of work required per week at half the salary to which each is respectively entitled, and each receiving appropriate employee benefits and employment terms as described in Exhibit A herein. Each full-time position converted to accommodate Job Sharing will continue to be utilized as if the original tenured incumbent continues to occupy the full position as follows:

A. The position will continue to serve its original classes and assume all of its assigned responsibilities as if it were a full-time position. Assigned responsibilities include instructional responsibilities as well as coordinative, extracurricular and all other responsibilities normally assigned to the full-time position.

B. As feasible and appropriate, the sharing of the position shall result in a fair and equitable distribution of work between both job sharers.

C. The sharing of the position shall be controlled by the equal division of total hours of work required per week, exclusive of extracurricular activities and other responsibilities assigned to the position outside of official working hours. In most cases, this means that each job sharer will work one-half day (3 hours and 30 minutes) five days a week for a total of 17 hours and 30 minutes per week. Other sharing arrangements may be used to achieve equal division of the total required working hours per week (17 hours and 30 minutes) as agreed by both job sharers and the principal. Basically job sharers shall share their jobs by division of time. The sharing arrangement may involve the overlap of time, however, each employee must work a 17-1/2 hour work week.

D. The tenured teacher shall be given the following minimum scheduling benefits:

Duty Free Lunch (15 minutes)
Preparation Period (20 minutes)

The new employee (TTAA) need not be provided a Duty Free Lunch Period, nor Preparation Period, however, such scheduling benefits may be provided as appropriate.

E. The job sharing arrangement must be approved by the principal. It shall be accomplished in a manner that meets the educational needs

of the students and in a manner that does not create hardship or otherwise necessitate unreasonable job adjustments for other teachers and employees in the school.

V. Criteria for Selection

Full-time in-service classroom tenured teachers applying for Job Sharing shall be selected to participate in this pilot project in accordance with the following criteria:

A. Determination and assurances by the principal that the applying teacher and the position the teacher is occupying is suitable for job sharing during the school year as follows:

1. The teacher is tenured and is functioning as a classroom teacher.

2. The position is an unobligated permanent position.

3. The position will continue to be used in the school and will not be reconstituted (given new teaching lines with different teacher certification requirements).

4. The tenured employee is sufficiently senior and assured immunity from staff reduction.

5. The proposed job sharing will not cause an undue hardship or problem for the school.

6. That the number of tenured job sharing participants in the school does not exceed 5% of the eligible classroom teaching staff in the school. If the number of tenured job sharing volunteers in a school exceeds 5%, the principal shall select those tenured classroom teachers to be the final participants in the project in accordance with the following criteria:

a. The first criterion to be considered is the "teaching areas" that have a surplus of applicants and relatively few openings. This is to provide relief to the teacher unemployment problem where relief is most needed. The most needed relief areas at this time are:

1) Elementary Education
2) Social Studies
3) Physical Education
4) Foreign Languages
5) English

b. The second criterion to be considered is service time in the Department of Education as a teacher (positions in the bargaining unit).

c. If there is a tie in the application of total Department of Education service, the third criterion to be considered is continuous service time in the school.

d. If there is a tie in the application of continuous school service time, the fourth criterion to be considered is continuous service time within the district.

e. If there is still a tie, the principal shall utilize a neutral method to determine who is to be the participant.

Note: In selecting the participants for the 1979-80 and 1980-81 school years, the first criterion for selection to be considered is that the classroom tenured teachers who participated in the Job Sharing Pilot Project in the previous year shall be given first consideration.

7. If there are more than 100 qualified classroom tenured teacher applicants statewide, applicants will be selected for participation in accordance with the following priority:

a. District quotas shall be established by the Office of Personnel Services on the basis of district student enrollment.

b. Districts having more applicants than their prescribed quota shall, with the assistance of the Office of Personnel Services, make their final selections in accordance with the same criteria as reflected in item number 6 above.

c. The Office of Personnel Services may, if a district does not fill its quota, transfer the additional positions on a proportionate basis (student enrollment) to those districts having an additional need for more positions.

VI. Job Sharing Application Procedure

A. The Certificated Personnel Management Section, Office of Personnel Services, will develop a Job Sharing Announcement including general information on how to apply for job sharing positions. The announcement shall be posted in all schools/offices in accordance with the following timetable:

1. For classroom tenured teachers interested in Job Sharing effective second semester of the 1978-79 school year (January 29, 1979 to August 31, 1979: Announcement Posting Date: November 13, 1978 to December 8, 1978. Application Deadline: December 15, 1978.

2. For classroom tenured teachers interested in Job Sharing effective the 1979-80 school year (September 1, 1979 to August 31, 1980): First Announcement Posting Date: March 1, 1979 to April 16, 1979. First Application Deadline: April 30, 1979.

Note: If the Department of Education does not receive 100 or more applications by the initial deadline date of April 30, 1979, a second announcement will be circulated and posted until such time that the Department has filled the 100 positions or passes January 25, 1980. The Department shall fill these remaining positions up to the maximum allowable 100 positions on a first-come, first-served basis.

3. For classroom tenured teachers interested in Job Sharing effective the 1980-81 school year (September 1, 1980 to August 31, 1981): First Announcement Posting Date: March 1, 1980 to April 16, 1980. First Application Deadline: April 30, 1980.

Note: If the Department of Education does not receive 100 or more applications by the initial deadline date of April 30, 1980, a second announcement will be circulated and posted until such time that the Department has filled the 100 positions or passes January 23, 1981. The Department shall fill these remaining positions up to the maximum allowable 100 positions on a first-come, first-served basis.

B. Certificated classroom tenured teachers interested in applying for the announced Job Sharing Pilot Project may write or call the Office of Personnel Services to obtain the necessary forms and instructions to assist them in their effort to properly obtain a job sharing position.

C. Upon receipt of job sharing instructions and pertinent forms, the interested classroom tenured teacher must adhere to the following job sharing procedures:

Job Sharing Procedure

1. The tenured classroom teacher requests the opportunity to Job Share on Form 116, Request for Job Sharing, and submits it to the principal. Along with the Form 116, the teacher must provide the principal with the Form 116a, Proposed Job Sharing Plan. (Refer to Exhibits B & C)

2. The principal checks to insure that the teacher is qualified to seek a one-half-time Job Sharing position (is a tenured classroom teacher with a guarantee to a position, etc., and reviews the Form 116a to insure that the teacher has developed a proper proposal, including tentative time schedule, purpose for sharing, etc.) and issues the teacher Form 116b, Teacher Request for Job Sharing. (Refer to Exhibit D)

Note: Principals disapproving a teacher's proposed time schedule and/or request to job share must inform the teacher of the reasons for the disapproval.

3. The classroom tenured teacher must complete the Form 116b and submit one copy, along with a copy of the Form 116a, directly to the Office of Personnel Services, Department of Education, P. O. Box 2360, Honolulu, Hawaii 96804 (Attention: Donald Nugent) prior to the first closing date of the job sharing procedure.

   Note: If the Department does not receive 100 or more applications by this date, a second announcement will be posted for the purpose of soliciting more teacher applicants.

4. Upon receiving the Form 116b from the eligible tenured classroom teacher, the Office of Personnel Services will list the name of the teacher on the In-Service Job Sharing Master Eligible Listing. This listing shall include only the names of in-service tenured classroom teachers. If the listing exceeds 100 teachers at the close of the first announcement, the final participants will be selected in accordance to the criteria already reflected under Section V, Criteria for Selection, A.7, pages 3 & 4 of this document.

5. The Office of Personnel Services shall also develop a second listing of teachers to be composed of teachers from the Department of Education's applicant pool. (These are the teachers who respond to a survey to be conducted in October of each pilot project year stating that they would be interested in Job Sharing with an in-service classroom teacher.) This listing shall be known as the New Hire Job Sharing List and shall consist only of applicants, "new hires."

6. The Office of Personnel Services shall select at least ten qualified new hire teachers, if available, from the New Hire Job Sharing Eligible Listing for each Job Sharing applicant listed on the In-Service Job Sharing Master Eligible List (these are the classroom tenured teachers presently occupying a full-time position who want to share their positions on a half-time basis) and forward the names of the ten new hire teachers to the principals responsible for the supervision of the positions. The names of the new hires will be forwarded to the principals on the Form 106, Applicant Summary Selection Sheet. (Refer to Exhibit E)

7. The principal shall interview the new hire candidates referred by the Office of Personnel Services on the Form 106 and select the one he/she feels to be best qualified to Job Share with the in-service classroom tenured teacher located in his/her school. (Principals should consult with the incumbent tenured teacher inasmuch as the two job sharers will have to coordinate their respective assignments and work together closely. The principal shall evaluate the new hire candidates on the Form 106A, New Hire and Summer School Hire Teacher Interview Assessment Sheet, and retain a copy for filing in the school's employment records file. (Refer to Exhibit F)

8. The principal returns the Form 106, Applicant Summary Selection Sheet, including the name of the new hire teacher recommended for the job sharing position, through the District Superintendent, to the Office of Personnel Services. (Refer to Exhibit E)

9. The Office of Personnel Services reviews the Form 106, Applicant Summary Selection Sheet, for approval/disapproval. If approved, the following actions are initiated by the Office of Personnel Services:

   a. The new hire teacher is notified of selection.

   b. The new hire teacher reports to the Office of Personnel Services to complete appropriate pre-employment forms and signs the job sharing contract. (Refer to Exhibit G)

   Note: If the Office of Personnel Services disapproves of the recommendation for hire as noted on the Form 106, the principal will be informed through the District Superintendent as to the reasons for the disapproval.

10. The incumbent tenured classroom teacher need not sign a contract as the Office of Personnel Services shall, as required by procedures, issue the teacher a revised Standard Form 5A (SF-5A), Notification of Personnel Action, reflecting in Item 51, Remarks, that this is a job sharing position and a change in assignment from full-time (100% FTE) to half-time (50% FTE) status, etc. (Refer to Exhibit H)

VII. Tentative Time Schedule for Pilot Project

A. 1978-1979 School Year

1. November 13, 1978 - Announcement of Job Sharing Pilot Project to All Department of Education Certificated Personnel.

2. December 15, 1978 - Application Deadline.

3. January, 1979 - Selection of 100 Participants, If Available, to Job Share Effective January 29, 1979 for Second Semester.

B. 1979-1980 School Year

1. March 1, 1979 - Announcement of Job Sharing Pilot Project.

2. April 30, 1979 - Application Deadline.

3. May-June, 1979 - Selection of 100 Participants, If Available, to Job Share Effective September 1, 1979 for the Entire School Year.

C. 1980-1981 School Year

1. March 1, 1980 - Announcement of Job Sharing Pilot Project.

2. April 30, 1980 - Application Deadline

3. May-June, 1979 - Selection of 100 Participants, If Available, to Job Share Effective September, 1980 for the Entire School Year.

VIII. Administrative Controls

The principal has the ultimate responsibility and authority to properly administer internal teacher assignments within the school. The following controls are designed to facilitate the proper management of job sharing arrangements in the school:

A. Approval Control

The principal's approval of the teacher's request for job sharing is based on his/her judgmental consideration of the overall school program including the anticipated effect on students, other faculty members, and parents. The principal, thus, may suggest scheduling revisions, ask for an elaboration of responsibilities and request other changes to the teacher's proposed job sharing plan to achieve a satisfactory and workable job sharing arrangement. In some justifiable situations, the principal may disapprove the request for job sharing based on his/her judgmental determination that the job sharing of the position is not feasible and/or would have a detrimental effect on the educational program.

B. Scheduling and Responsibility Changes

If the approved job sharing plan proves inadequate under actual operating conditions, the principal and both job sharers may cooperatively agree to make appropriate adjustments to achieve a better and more workable job sharing arrangement.

C. Termination of Job Sharing Arrangement

It is hoped that all job sharing arrangements consummated under the pilot project will attain success under actual operating conditions. However, the Department must retain the right to take corrective action if a job sharing arrangement does not work out as planned. When determined necessary, because of a verified adversely detrimental effect on the educational program, the principal may recommend the termination of a job sharing arrangement. Upon approval of the district superintendent, the specific job sharing arrangement may be terminated using the appropriate option as follows:

OPTION 1. Termination of the TTAA employee with 24 hours notice and selection of a new TTAA employee to continue the job sharing partnership.

OPTION 2. Termination of the TTAA employee with 24 hours notice and requesting the tenured employee to assume the full position. This option should be used when it is determined that the job sharing problem(s) cannot be resolved by a personnel change.

EXHIBIT A

JOB SHARING FRINGE BENEFITS & TERMS--OVERVIEW OF FRINGE BENEFITS & TERMS PROVIDED TO IN-SERVICE TENURED AND NEW HIRE TEACHERS

Employee Benefits & Terms	In-Service Tenured Teacher	New Hire Teacher	Other Information
1. Compensation	Compensation will be based on the rate of pay specified on the teacher's salary schedule as adjusted in accordance with appropriate percentage of 100% full-time equivalency (FTE). For example, if your present salary rate is at T07-8, $15,319 for 100% FTE, it would be reduced to $7,659.50 for half-time (50%) FTE if a job sharing position is accepted.	Same as in-service tenured teacher except that base salary rate (salary for 100% FTE) shall be determined according to appropriate Teacher's Salary Schedule Placement regulations and guidelines.	
2. Sick Leave	Sick leave benefits will be adjusted in accordance with the appropriate percentage of 100% full-time equivalency (FTE). For example, full-time teachers are entitled to 18 days of sick leave for one full year of service as a 100% FTE employee. As a Job Sharing teacher working half-time (50%) FTE, teachers will be entitled to 18 half-days of sick leave. Like full-time (100%) FTE teachers, Job Sharers working one-half-time (50%) FTE can also accumulate sick leave.	Same as in-service tenured teacher.	
3. Vacation	Vacation and holiday benefits for half-time (50%) FTE teachers are identical to full-time (100%) FTE teachers. Vacation and holiday pay will be at an adjusted (50% FTE) rate.	Same as in-service tenured teacher.	
4. Retirement System	Membership in the State Employees' Retirement System is mandatory for teachers employed in Job Sharing half-time (50%) FTE positions for at least three months. Retirement benefits for Job Sharing teachers working at half-time (50%) FTE are identical to full-time (100%) FTE teachers except that retirement service is accumulated on the basis that credit is proportionate to 100% FTE. For example, a Job Sharing teacher working at half-time (50%) FTE who serves one full year will be credited with one-half year (6 months) of retirement service.	Same as in-service tenured teacher.	
5. Health Fund Benefits a. Medical Plan b. Dental Plan c. Group Life Insurance	Job Sharing teachers employed at half-time (50%) FTE for a period of at least 3 months receive benefits identical to full-time (100%) FTE teachers.	Same as in-service tenured teacher.	

EXHIBIT A

JOB SHARING FRINGE BENEFITS & TERMS--OVERVIEW OF FRINGE BENEFITS & TERMS PROVIDED TO IN-SERVICE TENURED AND NEW HIRE TEACHERS

Employee Benefits & Terms	In-Service Tenured Teacher	New Hire Teacher	Other Information
6. Service Credit	Service credit for salary increment, longevity step credit, time in class, sabbatical eligibility, seniority in the school and seniority in the Department for Job Sharing teachers employed at half-time (50%) FTE is identical to full-time (100%) FTE teachers.	Service credit shall be provided in accordance with Regulation #5112, paragraph G.	
7. Service Award	Job Sharing teachers working half-time (50%) FTE accumulate service for service awards at the rate of one month credit for every month of service.	Same as in-service tenured teacher.	
8. Long-Term Leave	Job Sharing teachers working half-time (50%) FTE are eligible to apply for long-term leaves of absence in accordance with appropriate regulations and procedures established for full-time (100%) FTE teachers. Job Sharing teachers' long-term leave benefits are identical to full-time (100%) FTE teachers.	Same as in-service tenured teacher except that leave period may not exceed the duration of contract period.	
9. Short-Term Leave	Job Sharing teachers working half-time (50%) FTE are eligible to apply for short-term leaves of absence in accordance with appropriate regulations and procedures established for full-time (100%) FTE teachers except that the number of leave days will be granted on the basis that credit is proportionate to 100% FTE. For example, teachers working on a full-time (100%) FTE basis receive 1 day for funeral leave and 2 days personal leave. However, Job Sharing half-time (50%) FTE employees will receive one-half day of funeral leave and 2 half days of personal leave.	Same as in-service tenured teacher.	
10. Tenure Rights	Job Sharing teachers retain their full tenure rights during the period of half-time (50%) FTE employment.	New hire teachers are employed as temporary teachers under TTAA contracts.	New hire teachers do not receive probation credit or tenure status under this type of employment.
11. Collective Bargaining Membership	Job Sharing teachers retain their full membership in Bargaining Unit 5.	New hire teachers are not members of Bargaining Unit 5.	

EXHIBIT A

JOB SHARING FRINGE BENEFITS & TERMS--OVERVIEW OF FRINGE BENEFITS & TERMS PROVIDED TO IN-SERVICE TENURED AND NEW HIRE TEACHERS

Employee Benefits & Terms	In-Service Tenured Teacher	New Hire Teacher	Other Information
12. Substitutes	Substitutes may be hired on a half-time (50%) FTE basis to cover the absence of Job Sharing half-time (50%) FTE employees.	Same as in-service tenured teacher.	Before employing a substitute, the Job Sharing teacher's partner should be contacted to see if he/she would be willing to work on a substitute basis for the duration of the partner's sick leave. If the Job Sharing teacher works for 1 hour and 45 minutes and subsequently becomes sick, the Job Sharing teacher will not be charged for the sick leave.
13. Length of Job Sharing Contract	Job Sharing half-time (50%) FTE employees will be employed for a time period of one full academic year except for the first year when the time period will be for the duration of one full academic school year semester. At the end of each contract year, Job Sharing teachers will have the option to seek renewal of their contract or return to the full-time position to which they are entitled. Teachers accepting Job Sharing positions cannot convert back to full-time during the duration of their contract unless such conversion is necessary to terminate an unsuccessful and unworkable job sharing arrangement as determined by the Department.	Same as in-service tenured teacher except that new hire teachers do not have the option to renew their contracts. Also, as a temporary teacher (TTAA), the new hire teacher's contract may be terminated without a hearing at any time prior to contract expiration.	Contract time periods will be as follows: 1st Year - January 29, 1979 to August 31, 1979 (one semester). 2nd Year - September 1, 1979 to August 31, 1980. 3rd Year - September 1, 1980 to August 31, 1981.

RS 78-6467

EXHIBIT B

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF PERSONNEL SERVICES
P.O. BOX 2360
HONOLULU, HAWAII 96804

FORM 116
REQUEST FOR JOB SHARING

I. NAME _____

Participation in the Job Sharing Pilot Program is on a VOLUNTARY basis only.

II. CONDITIONS:

A. Only tenured classroom teachers seeking to Job Share are to complete this form.

B. Tenured classroom teachers must also have guarantee rights to a position in a school and have reasonable assurance from immediate supervisor that the position will not be reduced from the school effective _____ (Month) _____ (Year) school year.

C. Submit completed Form 116a to the Principal for review and approval.

D. Other conditions as set forth in the Guidelines for Job Sharing Pilot Project.

III. INSTRUCTIONS:

A. Teacher completes Number 1 below by inserting date and signature on lines provided.

B. Principal completes Number 2 below by inserting date and signature on lines provided.

1. I am a tenured classroom teacher with a regular assignment, I request that I be permitted to seek a Job Sharing position for the _____ (Month) _____ (Year) school year.

_____ Date _____ Teacher's Signature

2. This is to officially notify you that your request to seek a Job Sharing position for the _____ (Month) _____ (Year) school year is approved.

_____ Date _____ Principal's Signature

DISTRIBUTION: WHITE—School, CANARY—Teacher, PINK—District

EXHIBIT C

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF PERSONNEL SERVICES
P.O. BOX 2360
HONOLULU, HAWAII 96804

FORM 116a
PROPOSED JOB SHARING PLAN

SECTION I. GENERAL INFORMATION

NAME _____ (Last / First / Middle) SOCIAL SECURITY NUMBER _____

PRESENT SCHOOL _____ CERTIFICATION _____

DISTRICT _____ PRESENT TEACHING ASSIGNMENT _____

POSITION TITLE _____

SECTION II. OUTLINE OF YOUR REGULAR TEACHING SCHEDULE FOR THIS POSITION

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

SECTION III. OUTLINE OF YOUR PROPOSED JOB SHARING SCHEDULE FOR THIS POSITION
(PLEASE COMPLETE BOTH A & B)

A. PROPOSED INCUMBENT TENURED TEACHER'S SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

B. PROPOSED NEW HIRE TEACHER'S JOB SHARING SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

PLEASE COMPLETE REVERSE SIDE

SECTION IV. DESCRIPTION OF PROPOSED HANDLING OF RELATED EDUCATIONAL ACTIVITIES

Briefly describe how the following items will be handled in your job sharing plan.

1. The grading of students

2. Handling of parent-teacher conferences

3. Responsibilities for extracurricular activities

4. Lesson plans

5. Sick leave arrangements

6. Committee responsibilities

7. Campus supervision

8. Faculty meetings

9. Other consideration, plans, etc.

SECTION V. APPROVAL OF PROPOSED JOB SHARING PLAN

A. TEACHER'S SIGNATURE_____

B. PRINCIPAL'S SIGNATURE_____

EXHIBIT D

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF PERSONNEL SERVICES
P.O. BOX 2360
HONOLULU, HAWAII 96804

FORM 116b
TEACHER REQUEST FOR JOB SHARING

NAME _____ DISTRICT _____

HOME PHONE NO. _____ PRESENT SCHOOL _____

MAILING ADDRESS _____ SCHOOL PHONE NO. _____

_____

_____ ZIP CODE _____

1. **PRESENT GRADE/SUBJECT/TEACHING ASSIGNMENT**

2. **CERTIFICATION:**

CREDENTIALS ON FILE: Check one: ☐ Professional Certificate ☐ Basic Certificate

MAJOR(S): _____ MINOR(S): _____

ENDORSEMENT: _____

3. **SUBJECT STRENGTHS:** _____

4. **EXPERIENCE AND PREFERENCE IN THE EXTRA-CURRICULAR ACTIVITIES** (rank order):

_____

5. **TEACHING EXPERIENCE** (please continue on reverse side for additional experience):

	SCHOOLS	DATES	SUBJECT AND/OR GRADE LEVEL	TOTAL YEARS
HAWAII:				

TEACHER'S SIGNATURE _____ DATE SIGNED _____

NOTE: Please attach a copy of the Form 116a, Proposed Job Sharing Plan, to this document before forwarding to the Office of Personnel Services.

PLEASE FOLLOW DISTRIBUTION PROCEDURE:

One copy to Office of Personnel Services and one copy to present district. Send the Office of Personnel Services copy to: Donald Nugent, Office of Personnel Services, P. O. Box 2360, Honolulu, Hawaii 96804. The Form 116b must be received by the Office of Personnel Services by the closing date of the Job Sharing procedure as indicated in the instructions enclosed along with this form. (Reproduced copies should be used for distribution.)

EXHIBIT E

FORM 106
APPLICANT SUMMARY SELECTION SHEET

I. Interviewer: _____

II. Date: _____

III. Location of Position: _____ (School)

IV. Subject and Grade Level: _____

V. Incumbent: _____

VI. Reason for Leaving: _____

VII. Position and Line No.: _____

VIII.	Applicants for Position	Interviewed		Not Interviewed	Reason for Not Interviewing	Comments	Phone Number
		Date	Time				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

24

23

IX.	Top Three Candidates Recommended for Position (Rank in Order)
1st Choice:	
2nd Choice:	
3rd Choice:	

X. Signature of Interviewer: _____

XI. Routing:
1. Interviewer returns all copies to District Superintendent
2. Distribution:
White — Office of Personnel Services
Canary — District Office

AN EQUAL OPPORTUNITY EMPLOYER

Rev. 4/78, TAC 78-1290

Personnel Form 108A
Rev. 10-78 RS 78-6466

EXHIBIT F

NEW HIRE AND SUMMER SCHOOL HIRE
TEACHER INTERVIEW ASSESSMENT SHEET

SECTION I. PERSONAL INFORMATION

NAME OF TEACHER _____ DATE _____

NAME OF INTERVIEWER _____ PLACE OF INTERVIEW: _____

SECTION II. POSITION INFORMATION

POSITION BEING APPLIED FOR:

School _____ Grade Level(s) _____

Subject(s) _____

Other Job-Related Skills/Duties Needed by the Teacher to Perform the Job:

_____

_____

_____

SECTION III. EDUCATIONAL AND PROFESSIONAL TRAINING

Bachelor's Degree _____
Bachelor's + 30 _____
Master's _____
Doctorate _____

Additional Academic Training:

_____

_____

_____

SECTION IV. PROFESSIONAL CERTIFICATION AND CLASSIFICATION

Elementary Education ☐ **Secondary Education** ☐ (Math, Science, etc.)

Area(s) _____

_____

Special Education ☐ (LD/EMR/TMR, etc.) **Specialist** ☐ (Counselor, Librarian, etc.)

_____ _____

_____ _____

Classification: Class II, III, IV, V, VI, VII. (Circle One)

SECTION V. PROFESSIONAL EXPERIENCE AND SPECIAL ABILITIES

Teaching Experience: (Additional sheet may be attached, if necessary.)

	School	Subject(s) and/or Grade Level(s)	Total Years
1.			
2.			
3.			
4.			

Special Abilities: (Drama, Newswriting, Athletic Coaching, etc.)

_____

_____

_____

_____

Other Experiences Related to the Assignment:

_____

_____

_____

PLEASE COMPLETE REVERSE SIDE!

SECTION VI. ASSESSMENT OF TEACHERS TRAINING, CERTIFICATION, EXPERIENCE, AND SPECIAL ABILITIES (SECTIONS III, IV, AND V) IN RELATION TO THE POSITION, AS DESCRIBED IN SECTION II. ABOVE.

Teacher's training, certification, experience, and special abilities in relation to the position information noted in Section II. above is rated as follows:

1. **Highly Job-Related** _____
   (Has all the skills, etc., to perform the job.)
2. **Job-Related** _____
   (Has most of the skills, etc., to perform the job.)
3. **Non-Job-Related** _____
   (Has none of the skills, etc., to perform the job.)

SECTION VII. INTERVIEW ASSESSMENT - PERFORMANCE-BASED COMPETENCIES

A. Rate the teacher on the following competencies during the interview.
Rating Value: 1—Excellent; 2—Good; 3—Fair; 4—Poor

Competency	Rating Value				Comments*
	1	2	3	4	
1. Expresses ideas effectively.					
2. Exhibits major subject matter field competence.					
3. Uses voice effectively.					
4. Understands students' cultural background, values, learning style, and behavior patterns appropriate to the school.					
5. Possesses a repertoire of teaching modes (problem solving, behavior modification, teaming, etc.)					
6. Exhibits interest in the job, enthusiasm, poise, confidence, friendliness, etc.					
7. Evaluates students according to fair and equitable standards.					
8. Understands diagnostic tests and is able to relate information derived from testing to the needs of students.					
9. Understands relationships between the teacher and parents and the school and the school and community.					
10. Has skills of working in cooperative teaching situations with other teachers, paraprofessionals, and resource persons.					
11. Understands basic classroom management concepts.					
12. Is familiar with audiovisual materials and equipment.					

B. Final overall assessment of the teacher is:
(Circle the appropriate numerical rating.)

Exc.	Good	Fair	Poor	
1	2	3	4	

Form 133A, 9/1/75, TAC 75-9697

EXHIBIT G

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF PERSONNEL SERVICES
P.O. BOX 2360
HONOLULU, HAWAII 96804

TEMPORARY TEACHER'S APPOINTMENT AGREEMENT

The following individual is hereby appointed as a **temporary teacher** in the public schools of Hawaii under this Temporary Teacher's Appointment Agreement in accordance with applicable employment terms and conditions specified in the School Code (5000 Series). Assignment shall be as indicated below:

NAME | SOCIAL SECURITY NO. | CONTRACT PREPARATION DATE

POSITION | DISTRICT OR SCHOOL

EFFECTIVE DATES TO | $ MONTHLY SALARY | SALARY RANGE & STEP

This agreement is subject to the laws of the state and the rules and regulations of the Department. The terms of this agreement (including salary) may be corrected or changed as determined necessary by the Department to comply with such laws, rules and regulations. Any amendment or correction to this agreement will be made on Standard Form 5A, Notification of Personnel Action.

It is expressly agreed and understood that this is a **temporary appointment** with no commitment for employment continuance beyond the expiration date indicated above. It is further agreed and understood that this **temporary appointment** may be terminated without a hearing, at the option of the Department, at anytime prior to the indicated expiration date.

SPECIAL PROVISIONS: *Job Sharing Position. Employment shall be at 50% FTE. Special employment terms and conditions shall be in accordance with the Guidelines for Job Sharing Pilot Project. Working schedule and responsibilities shall be in accordance with the Job Sharing arrangement established for this position. This temporary appointment may also be terminated without a hearing as necessary to terminate an unsuccessful job sharing arrangement as determined by the Department.*

By signing below the appointee accepts the position, agrees to discharge the duties thereof, and to report for duty at the appropriate time on the beginning date specified above. This agreement is valid when signed and received by the Department of Education within seven calendar days of the contract preparation date specified above.

Signature of Appointee

Dated _____, 19____

Clarence H Clark [redacted]

SUPERINTENDENT

Please Sign White (Original) Copy and Return to OFFICE OF PERSONNEL SERVICES. Retain the Canary Copy.

EXHIBIT H

STANDARD FORM SA REV 1/77
STATE OF HAWAII
2165

DEPARTMENT OF EDUCATION
CERTIFICATED EMPLOYEE
NOTIFICATION OF PERSONNEL ACTION

1. SOCIAL SECURITY NO.	2. NAME (CAPS) LAST - FIRST - MIDDLE MR. - MRS. - MISS	3. ADDRESS STREET CITY

4. DATE OF BIRTH	5. SERVICE COMPUTATION DATE	6. SEX	7. U.S CITIZEN	8. HAWAII RESIDENCE 3 YR.	9. VETS PREFERENCE	10. MARITAL STATUS	11 PHYSICAL HANDICAP	12. TAX EXEMPTIONS FED	STATE	13. PAYROLL NUMBER	DIST. CODE	14 RETIREMENT STATUS GROUP	CLASS	RESERVED

15. NATURE OF ACTION	CODE	16. EFFECTIVE DATE	PARTIAL DAY FACTOR	17. ENDING DATE

18. FROM: POSITION TITLE	25. TO: POSITION TITLE

19. POSITION NO	20. OCC. GRP. CODE	21. SALARY RANGE STEP	22. PAY RATE HOURLY RATE	PAY RATE MONTHLY RATE	23. ISLAND	26. POSITION NO	27. OCC GRP CODE	28. SALARY RANGE STEP	29. PAY RATE HOURLY RATE	PAY RATE MONTHLY RATE	30. ISLAND

24. NAME OF EMPLOYING AGENCY	CODE	31. NAME OF EMPLOYING AGENCY	CODE
DEPT. DIVISION BRANCH-OFFICE SECTION UNIT		DEPT. DIVISION BRANCH-OFFICE SECTION UNIT	

32. DIFFERENTIAL	CODE	AMOUNT	33. DIFFERENTIAL	CODE	AMOUNT

34. INCREMENT DUE *	35. POSITION CONTROL	36. POSITION CATEGORY	37. TIME AUTHORIZED F T E %	38. HEALTH BENEFIT PLAN CARRIER	CODE	39. DATE OF APPT. AFFIDAVIT (ACCESSION ONLY)	40. DATE OF PERSONAL HISTORY DECLARATION (ACCESSION ONLY)

UNIFORM ACCOUNTING CODE

41. TR	F	YR	APPRN	D	SUB	OBJECT	FUNCTION	LOC.	PROJ.	PERCENT

43. BARGAINING UNIT CODE	44.	45. SEMI MONTHLY RATE	46. TYPE OF ASSIGNMENT CODE

TYPES OF ASSIGNMENT

1. REGULAR - ASSIGNED TO AN UNOBLIGATED "PERMANENT" POSITION AND QUALIFIED FOR SUCH PLACEMENT.
2. LTA (VICE) - ASSIGNED TO A POSITION OBLIGATED (GUARANTEED) TO ANOTHER EMPLOYEE BECAUSE OF NON-PROBATIONARY RELATED REASONS (LWOP GUARANTEE, ETC.).
3. LTA (PROBATIONARY VICE) - ASSIGNED TEMPORARILY TO A POSITION OBLIGATED TO ANOTHER BECAUSE OF PROBATIONARY GUARANTEE OR CHAIN REACTION PROBATIONARY GUARANTEE.
4. LTA (PROBATION) - PROBATIONARY ASSIGNMENT.
5. LTA (NOT QUALIFIED) - DOES NOT MEET THE REQUIRED MINIMUM CERTIFICATION AND/OR POSITION QUALIFICATIONS. SERVICE UNDER THIS ASSIGNMENT DOES NOT COUNT TOWARDS THE FULFILLMENT OF ANY PROBATIONARY PERIOD.
6. LTA (TEMPORARY POSITION) - ASSIGNED TO A TEMPORARY POSITION.
7. LTA (TEMPORARY) - ON EARLY RETURN FROM LEAVE TO A NON-GUARANTEED POSITION; ON ACTING APPOINTMENT; OR ON TEMPORARY ASSIGNMENT (REFER TO ARTICLE XVI, AGREEMENT BETWEEN B.O.E. AND H.G.E.A.).
8. CASUAL CERTIFICATED EMPLOYEE - EMPLOYED ON A NON-SALARIED BASIS IN ACCORDANCE WITH REGULATION 5111.
9. SPECIAL - SPECIAL ASSIGNMENT AS INDICATED IN "REMARKS".

51 REMARKS. (CHANGES TO ANY OF THE ABOVE ITEMS ARE CIRCLED)

This is a Job Sharing Position and your assignment has been changed from full-time (100% FTE) to half-time (50% FTE). Special employment terms and conditions shall be in accordance with the Guidelines for Job Sharing Pilot Project. Working schedule and responsibilities shall be in accordance with the Job Sharing arrangement established for this position.

*Increment due date (block 34 above) is subject to the provisions of Act 164, S.L.H. 1975. Normal annual increment or longevity increase to employees will be deferred in any fiscal year that an increase in the salary schedule is effected and no part of such fiscal year shall be counted as service creditable for any future increment or longevity pay increase.

The information concerning assignment, length of employment period and salary stated herein is subject to applicable laws and regulations, and may be corrected or changed as deemed necessary by the department.

Except for 12-month employees, salary for each of the vacation months of July and August will be one-tenth of the gross earnings from September to June inclusive.

28 Clarence H. Clark

Date

Superintendent

DEPT. OF ACCOUNTING & GEN. SERVICES